

# **VRIS UPDATE**

**Purchasing Business Rules  
October 1, 2015  
434**

## **SUMMARY OF UPDATES**

The Purchasing Business Rules have been updated with the following changes:

- \* kleenex may be purchased for the office
- \* each office may purchase one hand sanitizer station for their reception area
- \* printer, copier, and fax machine purchases need to be coordinated with datacenter

## **VRIS POSTING**

Program Manual – Operations Chapters – QE2 Purchasing – Purchasing Business Rules

## **FORMS REVISED**

None

## **QE2 UPDATE**

None

## **MONITORING REQUIREMENTS**

None

## **TEAM COMMUNICATION**

Please discuss the revised policy at the next team meetings.

## **LEADERSHIP CONTACT**

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